



CITY OF BURTON

BURTON DOWNTOWN DEVELOPMENT AUTHORITY MEETING

FEBRUARY 21, 2022

MINUTES

Council Chambers

Regular Meeting

8:30 AM

4303 S. CENTER ROAD
BURTON, MI 48519

This meeting was opened by Chair Joey Richvalsky at 8:30 AM.

A. ROLL CALL

Attendee Name	Title	Status	Arrived
Joey Richvalsky	Chair	Present	
Steve Coates	Vice Chairman	Present	
Larry Stapleton	Commissioner	Excused	
Neil Martz	Commissioner	Present	
Nate Henry	Commissioner	Present	
Mark Purzycki Sova	Commissioner	Present	
Lyle Demo	Commissioner	Present	

B. STAFF PRESENT

Duane Haskins, Mayor
Charles Abbey, HR/DPW Director
Jodi Hollbrook, Controller
Amy Clous, Parks and Recreation Director
Ellen Magro, Executive Assistant
Katie Malin, Clerk's Office

C. ADMINISTRATIVE REPORT

Mayor Haskins stated he would like to welcome the new DDA Board Members Lyle Demo and Mark Purzycki-Sova. Mr. Richvalsky, you spoke with Amy Clous, our Parks and Recreation Director about a donation for the cost of the fireworks from the DDA for the Memorial Day Celebration. We appreciate your consideration and are here to answer any questions you may have.

D. APPROVAL OF MINUTES

1. Downtown Development Authority - Regular Meeting - Jan 18, 2022 8:30 AM

RESULT:	ACCEPTED [UNANIMOUS]
MOVER:	Steve Coates, Vice Chairman
SECONDER:	Nate Henry, Commissioner
AYES:	Richvalsky, Coates, Martz, Henry, Sova, Demo
EXCUSED:	Stapleton

E. AUDIENCE PARTICIPATION

None.

F. INTRODUCTION OF NEW DDA MEMBERS

Mayor Haskins welcomed the new DDA Board Members.

G. BOARD RECOMMENDATION AND/OR ACTION

1. Approve and Authorize an increase of \$10,000.00 to General Fund 5013-0000-999.1001 for the City of Burton 50th Anniversary event.

Mr. Richvalsky asked, what is the cost for the fireworks?

Mrs. Clous said, \$12,400.

Mayor Haskins thanked the DDA for helping and being a part of the City of Burton 50th Anniversary/Memorial Day Celebration.

Discussion in regards to board members abstaining and details of contributions to the Memorial Day/50th Anniversary event.

Mr. Martz made a motion to transfer \$10,000 out of the fund balance for the 50th Anniversary Celebration.

RESULT:	CARRIED [UNANIMOUS]
MOVER:	Neil Martz, Commissioner
SECONDER:	Joey Richvalsky, Chair
AYES:	Richvalsky, Coates, Martz, Henry, Sova, Demo
EXCUSED:	Stapleton

2. Approve and Authorize an increase of \$14,100.00 to Landscape/Maintenance 5013-0000-938.0000 for the tree trimming project.

The DDA Board discussed the tree trimming within the DDA district and the bid received.

Mr. Martz suggested adding \$9,000 to the Saginaw Street maintenance line item for this years budget to cover expenditures for tree trimming.

Mr. Coates motioned to transfer \$14,100 out of the fund balance to landscape maintenance for the Saginaw Street tree trimming project.

RESULT:	CARRIED [UNANIMOUS]
MOVER:	Steve Coates, Vice Chairman
SECONDER:	Joey Richvalsky, Chair
AYES:	Richvalsky, Coates, Martz, Henry, Sova, Demo
EXCUSED:	Stapleton

H. BOARD DISCUSSION ON TOPICS GERMANE TO THE DDA DISTRICT.

The DDA Board discussed the banner poles on Saginaw Street and the entryway sign project.

Ms. Holbrook stated the holiday decorations cost more than what was allocated.

Discussion ensued regarding holiday decorations and electrical repairs.

Mr. Martz motioned to add to this item to the agenda and to cover the costs that are unallocated for the electrical repairs in the amount of \$4,600, adding that to this years budget.

1. Approve and Authorize an increase of \$5,000.00 to Community Decorations 5013-0000-880.0000 to cover electrical repairs for the Saginaw Street decorations.

Mr. Coates asked if that would be taken out of surplus. We would be amending the 2021-2022 budget.

Mr. Martz suggested amending the budget further to include transferring money for the trees.

Discussion ensued regarding budget amendments.

Mr. Martz amended his motion to transfer \$5,000 out of the fund balance to cover electrical repairs for Saginaw Street Christmas decorations.

RESULT:	CARRIED [UNANIMOUS]
MOVER:	Neil Martz, Commissioner
SECONDER:	Joey Richvalsky, Chair
AYES:	Richvalsky, Coates, Martz, Henry, Sova, Demo
EXCUSED:	Stapleton

THE NEXT REGULAR SCHEDULED MEETING WILL BE HELD ON MONDAY, MARCH 21, 2022 @ 8:30 AM.

Meeting was adjourned at 9:16 AM.



CITY OF BURTON

BURTON DOWNTOWN DEVELOPMENT AUTHORITY MEETING

JANUARY 18, 2022

MINUTES

Council Chambers

Regular Meeting

8:30 AM

4303 S. CENTER ROAD
BURTON, MI 48519

This meeting was opened by Chair Joey Richvalsky at 8:30 AM.

A. ROLL CALL

Attendee Name	Title	Status	Arrived
Joey Richvalsky	Chair	Present	
Steve Coates	Vice Chairman	Present	
Larry Stapleton	Commissioner	Absent	
Neil Martz	Commissioner	Present	
Nate Henry	Commissioner	Present	

B. STAFF PRESENT

Katie Malin, Clerk's Office

C. ADMINISTRATIVE REPORT

None.

D. APPROVAL OF MINUTES

1. Downtown Development Authority - Regular Meeting - Dec 20, 2021 8:30 AM

Mr. Coates asked why Mr. Henry was listed as a board member and not a commissioner.

Ms. Malin stated she will correct it to commissioner.

RESULT:	ACCEPTED [UNANIMOUS]
MOVER:	Steve Coates, Vice Chairman
SECONDER:	Neil Martz, Commissioner
AYES:	Richvalsky, Coates, Martz, Henry
ABSENT:	Stapleton

E. AUDIENCE PARTICIPATION

Lyle Demo, G4307 S.Saginaw Street, Burton, Michigan the owner of All Shine Auto Detailing stated he is looking forward to becoming a member of the DDA.

Mark Purzyki-Sova, G5388 S. Saginaw Street, Burton, Michigan the owner of Joan's Attic stated he is excited and would love to be part of the DDA.

Minutes Acceptance: Minutes of Jan 18, 2022 8:30 AM (Approval of Minutes)

Greg Fenner, City Councilman said he wanted to let the DDA members know that there will be a fundraiser on Saturday, January 22, 2022 at Bendle High School at 4pm for the Youth Football President, Bryan Grant who recently passed away from Covid.

F. BOARD RECOMMENDATION AND/OR ACTION

Discussion and Possible Action on General Topics Germane to the DDA District.

1. Motion to recommend to City Council the appointment of Lyle Demo and Mark Purzyki-Sova to the DDA Board.

RESULT:	CARRIED [UNANIMOUS]
MOVER:	Steve Coates, Vice Chairman
SECONDER:	Neil Martz, Commissioner
AYES:	Richvalsky, Coates, Martz, Henry
ABSENT:	Stapleton

G. BOARD DISCUSSION

Downtown Development Authority members discussed Entryway Sign Project, tree trimming in the district, the DDA Budget, and looking into a map of district boundaries.

THE NEXT REGULAR SCHEDULED MEETING WILL BE HELD ON MONDAY, FEBRUARY 21, 2022 @ 8:30 AM.

Meeting was adjourned at 9:02 AM.

Minutes Acceptance: Minutes of Jan 18, 2022 8:30 AM (Approval of Minutes)



ADOPTED

AGENDA ITEM (ID # 5352)

DOC ID: 5352

Discussion and possible action on the Downtown Development Authority contributing to the City of Burton Memorial Day event.

COMMENTS - Current Meeting:

Mr. Richvalsky asked, what is the cost for the fireworks?

Mrs. Clous said, \$12,400.

Mayor Haskins thanked the DDA for helping and being a part of the City of Burton 50th Anniversary/Memorial Day Celebration.

Discussion in regards to board members abstaining and details of contributions to the Memorial Day/50th Anniversary event.

Mr. Martz made a motion to transfer \$10,000 out of the fund balance for the 50th Anniversary Celebration.

RESULT:	CARRIED [UNANIMOUS]
MOVER:	Neil Martz, Commissioner
SECONDER:	Joey Richvalsky, Chair
AYES:	Richvalsky, Coates, Martz, Henry, Sova, Demo
EXCUSED:	Larry Stapleton



ADOPTED

AGENDA ITEM (ID # 5353)

DOC ID: 5353

Discussion and possible action on tree trimming in the DDA District.

COMMENTS - Current Meeting:

The DDA Board discussed the tree trimming within the DDA district and the bid received.

Mr. Martz suggested adding \$9,000 to the Saginaw Street maintenance line item for this years budget to cover expenditures for tree trimming.

Mr. Coates motioned to transfer \$14,100 out of the fund balance to landscape maintenance for the Saginaw Street tree trimming project.

RESULT:	CARRIED [UNANIMOUS]
MOVER:	Steve Coates, Vice Chairman
SECONDER:	Joey Richvalsky, Chair
AYES:	Richvalsky, Coates, Martz, Henry, Sova, Demo
EXCUSED:	Larry Stapleton